2017–2018 Arkansas Alternate Portfolio Assessment
System Requirements and Instructions for Using Electronic Versions of the
Participant Validation, Student Profile, Portfolio Checklist, and Entry Slip/Task Sheet Forms

Requirements

1. Adobe Acrobat® Reader® 8.0 (or higher) OR Adobe Acrobat® 8.0 (or higher).
2. A printer to print out form(s).

Entering Information on the Entry Slip/Task Sheet

1. To enable spell-check on the form, using Adobe Acrobat® 8.0 (or higher), click Edit → Preferences, choose *Spelling*, and check the box for "Check spelling while typing."
2. Use the *Cursor/Hand Tool* to click on the box or line where you want to enter information.
3. Use the *Tab* key to navigate to the next field in which information can be entered or use the *Cursor/Hand Tool* and click on any field in the form.
4. Tab to or click on **each** line to enter all the information requested on the form.

For Grades 5 and 7, go to Number 5.
For Grade 10, go to Number 9.

Grades 5 and 7

5. Use the *Cursor/Hand Tool* and click on the "Grade" drop-down box and select the desired grade.
6. Use the *Tab* key or *Cursor/Hand Tool* to select "Entry #1" or "Entry #2" under one of the Science Strands.
7. Using the *Cursor/Hand Tool*, click on the "Content Standard" drop-down box to select the standard.
8. To select a different Standard within the selected Strand, use the *Cursor/Hand Tool* to click on the "Standard" drop-down box; then click the desired Standard.

Go to Number 11.

Grade 10

9. Use the *Tab* key or *Cursor/Hand Tool* to select the Biology Content Standard.
10. The associated Standard will appear in the "Standard" box. (There is only one Standard per Biology Strand.)

All Grades

11. After selecting a Standard, you **MUST** use the *Cursor/Hand Tool* to click anywhere on the form in order to display the correct description for the Standard you have chosen. **(NOTE: Failure to complete this step will result in the wrong description being recorded on the Entry Slip.)**
12. To select an SLE for the Standard you have chosen, use the *Cursor/Hand Tool* and click on the drop-down box next to the displayed SLE, then click on the desired SLE.
13. After selecting an SLE you **MUST** use the *Cursor/Hand Tool* and click anywhere on the form in order to display the correct description for that SLE. **(NOTE: Failure to complete this step will result in the wrong description being recorded on the Entry Slip.)**
14. Remember to scroll down to the next page and complete all required information on the Task Sheet (Grades 5 and 7).
15. Using Adobe Acrobat® Reader® 7.0 or higher, click File → Print. Select printer and print the form. **(NOTE: Adobe Acrobat® Reader® 8.0** (or higher) **OR Adobe Acrobat® 8.0** (or higher) is needed to save the forms onto a computer or disk.)
16. Using **Adobe Acrobat® 8.0** (or higher) or **Adobe Acrobat® Reader® 8.0** (or higher), there is an option to save the form. Click File → Save As. Choose a file in which to save the form. Enter a unique file name for the form and click File → Save.
17. Repeat all steps, as needed, for each Entry Slip and Task Sheet.
18. Include all printed forms in the student binders being sent to Questar Assessment, Inc. per the instructions provided in the administration manual.

Entering Information on the Participant Validation, Student Profile, and Portfolio Checklist Forms

1. Use the *Cursor/Hand Tool* to click on the box or line where you want to enter information.
2. Use the *Tab* key to navigate to the next field in which information can be entered or use the *Cursor/Hand Tool* to go to any field on the form.
3. Type the student name, district and school names, and other information as appropriate.
4. To select a check box, either click on the box with the *Cursor/Hand Tool*, or tab to the desired box and press the *Enter* key.